

UNIT: _____

S M T W T F S

		*1	-2	3	4	5
6	7	8	-9	10	11	12
13	14	15	-16	17	18	19
20	*21	22	-23	24	25	26
27	28	29	-30	⇒		

JANUARY

22 DAYS 176
HRS WORKED 150
HOLIDAY HRS 16
TE USED *4
TOTAL HRS 170
-6

31 1 2

FEBRUARY

3	4	5	-6	7	8	9
10	11	*12	-13	14	15	16
17	*18	19	-20	21	22	23
24	25	26	-27	28		

21 DAYS 168
HRS WORKED 150
HOLIDAY HRS 16
TE USED *4
TOTAL HRS 170
+2

1 2

MARCH

3	4	5	-6	7	8	9
10	11	12	-13	14	15	16
17	18	19	-20	21	22	23
24	25	26	-27	28	29	30
31						

21 DAYS 168
HRS WORKED 170
HOLIDAY HRS 16
TE USED *4
TOTAL HRS 170
+2

*1 2 -3 4 5 6

APRIL

7	8	9	-10	11	12	13
14	15	16	-17	18	19	20
21	22	23	-24	25	26	27
28	29	30				

22 DAYS 176
HRS WORKED 170
HOLIDAY HRS 8
TE USED *2
TOTAL HRS 180
+4

-1 2 3 4

MAY

5	6	7	-8	9	10	11
12	13	14	-15	16	17	18
19	20	21	-22	23	24	25
26	*27	28	-29	30	⇒	

22 DAYS 176
HRS WORKED 160
HOLIDAY HRS 8
TE USED *2
TOTAL HRS 170
-6

31 1

JUNE

2	3	4	-5	6	7	8
9	10	11	-12	13	14	15
16	17	18	-19	20	21	22
23	24	25	-26	27	28	29
30						

21 DAYS 168
HRS WORKED 170
HOLIDAY HRS 16
TE USED *4
TOTAL HRS 170
+2

NAME: _____

EFFECTIVE DATE: _____

S M T W T F S

	1	2	-3	*4	5	6
7	8	9	-10	11	12	13
14	15	16	-17	18	19	20
21	22	23	-24	25	26	27
28	29	30	⇒			

JULY

22 DAYS 176
HRS WORKED 170
HOLIDAY HRS 8
TE USED *2
TOTAL HRS 180
+4

31 1 2 3

AUGUST

4	5	6	-7	8	9	10
11	12	13	-14	15	16	17
18	19	20	-21	22	23	24
25	26	27	-28	29	⇒	

22 DAYS 176
HRS WORKED 170
HOLIDAY HRS 16
TE USED *4
TOTAL HRS 170
-6

30 31

SEPTEMBER

1	*2	3	-4	5	6	7
8	9	10	-11	12	13	14
15	16	17	-18	19	20	21
22	23	24	-25	26	27	28
29	30					

22 DAYS 176
HRS WORKED 170
HOLIDAY HRS 8
TE USED *2
TOTAL HRS 180
+4

1 -2 3 4 5

OCTOBER

6	7	8	-9	10	11	12
13	*14	15	-16	17	18	19
20	21	22	-23	24	25	26
27	28	29	30	⇒		

22 DAYS 176
HRS WORKED 160
HOLIDAY HRS 8
TE USED *2
TOTAL HRS 170
-6

31 1 2

NOVEMBER

3	4	5	-6	7	8	9
10	*11	12	-13	14	15	16
17	18	19	-20	21	22	23
24	25	26	-27	*28	*29	30

22 DAYS 176
HRS WORKED 150
HOLIDAY HRS 24
TE USED *6
TOTAL HRS 180
+4

1 2 3 -4 5 6 7

DECEMBER

8	9	10	-11	12	13	14
15	16	17	-18	19	20	21
22	23	24	-25	26	27	28
29	30	31				

22 DAYS 176
HRS WORKED 180
HOLIDAY HRS 8
TE USED *12
TOTAL HRS 188
+12